

Riverview Psychiatric Center

Executive Leadership

Date: March 21, 2007

Committee Members Present:

- √ David Proffitt, Superintendent
- √ William Nelson, Medical Director
- √ Lauret Crommett, Nursing Director
- Bob Patnaude, Safety Director
- √ Barbara Sylvester-Pellett, CPI Director/Risk Management
- √ Teresa Mayo, Deputy Superintendent of Programs
- √ Tina Libby, Rehabilitation Services Director

- Angie Newhouse, Staff Development Director
- √ Terry O'Neal, Admission Coordinator
- √ Lucia Nadeau, Personnel Officer
- √ Stephanie George-Roy, Director of Social Work
- √ Jamie Morrill, Dep. Superintendent/Adm. Services
- √ Holly Dixon, Peer Support Coordinator

Guests:

Minute Recorder: Charlotte Lalime

Next Meeting: April 4, 2007

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Review of Minutes	Review of March 7 th , 2007 minutes.	Minutes approved as written.	C. Lalime
Initiatives	No new initiatives.		
New Business			
Medical Executive Committee	Dr. Nelson reports that the Medical Executive Committee will be meeting today. Dr. Nelson also reports that the daily MARs are going better with Lauret's and Adam's help. Long term, we will continue to focus on an electronic medical record.	Jamie will develop a strategic plan after speaking with department heads to determine what their requirements for an electronic medical record would be.	J. Morrill
Safety Committee	Jamie reports that he will be meeting with Bob Patnaude this Friday regarding the interim safety plan.	When complete, the plan will be submitted to the Safety Committee for	J. Morrill

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	Jamie also asked for closer monitoring of door 5 for smoking policy violations.	review. Noted	
Infection Control	BJ reports that this Committee will be meeting next Tuesday.	Noted	
Clinical Leadership	Dr. Mayo reports having a joint meeting with RN IVs, PSDs, along with others, regarding client snacks. Not much was decided other than staff should sit with clients during meal time.	There needs to be routine surveillance of the café to assure staff is dining with clients. This should be surveyed until a trend is seen.	L. Crommett
		A. Newhouse will develop a curriculum that will aid staff in speaking with clients regarding nutrition.	A. Newhouse
	Another issue under discussion is the smoking ban. Dr. Nelson will write scripts for non-smoking aids and they will be handled by Kathleen in the Clinic.	Dr. Nelson will send an email regarding the process.	Dr. Nelson
Budget	The 19th pay period dated 3/14/07 for FY2007 is now showing a shortage of \$2,607.86. The accumulated surplus through the Fiscal Year is now projected to be \$596,883.97. The overtime for this pay period 3/21/07 is \$40,750.35. The accumulated overtime for FY2007 is now \$596,883.97. The expenditures for general operations through	Informational	

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	3/21/07, is now \$8,260,385.53.		
Labor Management	Lucia reports that they have not met in last two weeks. Lucia and the Department have been meeting with Homestead staff. Letters have been sent to staff and they have been notifying Lucia as to positions they would like to apply for. There are currently 10 MHWs in orientation.	Informational Noted	
Behavior Response Committee	Next meeting scheduled for this Monday. They are in NAPPI training this week.	Noted	
Nursing Leadership	L. Crommett says that the units have been very acute. She adds she has been working on staffing and reports being down to core staff at times. She has hired 3 new contract RNs. Now have a total of 7 contracts. Monthly meetings have been established with the NODs. Lauret reports she continues to meet regularly with PSDs and RN IVs.	Continue planning for Nursing Day activities.	
Policy and Procedure Committee	The Committee will be meeting tomorrow. Jamie to accept chair.	Jamie will accept the chair of this committee now that Brian has left.	J. Morrill
Policy Review	RI.2.130 Banking in the Riverview Complex	Committee voted unanimously to eliminate this policy. This function will be covered by a Business Office procedure.	C. Lalime will remove from the common drive.
Client Property	D. Proffitt reports that losing client's property needs to be fixed. Dave had asked Bob to review how property is managed on the units.	L. Crommett will ask that 2 MHWs	L. Crommett

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		familiar with the process write a procedure for implementation the next day. Process developed will be reviewed at our next meeting.	
Clinical Risk Management	BJ reports that Clinical Risk Management will be meeting next Thursday.	Noted	
Staff Development Update	L. Newhouse reports NAPPI happening this week. A trip to PA has been planned to include nurses and MHWs in order to review coercion reduction at other hospitals. Seven staff will participate.	Follow-up with a report at our next meeting.	A. Newhouse
Human Rights	H. Dixon reports that the Committee reviewed the visitors' policy at their last meeting. The Committee is also questioning whether family members can attend the Client Forums. Holly reports that the Incident reports are showing that clients are having some countertransference issues. D. Proffitt added that all hospital minutes should be in the approved format.	No recommendations for changes to this policy. Informational D. Lalime will provide Pearl with this form.	C. Lalime C. Lalime

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Staff Injuries	One of the Peer Specialists was injured.	H. Dixon reports that she counseled this worker as how to avoid these injuries in the future.	H. Dixon
	Staff fell in parking lot and broke finger.	Follow up with Rick regarding the consistency of salting walkways.	J. Morrill
	MHW, M. S. hurt during a stat call.	Review this injury at April 4 th meeting.	L. Crommett
Quality Improvement Teams	No new Quality Improvement Teams have been formed.	Noted	
Smoking Initiative	Mark Di Tullio from Maine General Medical Center did an excellent smoking cessation overview for staff and he will come back if asked. Psychologist, Andy Loman also has drop in times for staff support. April 2 nd is the date we will go smoke free.	J. Morrill to assure hard sugar free candy and vegetable trays will be available for all units.	J. Morrill
	Every employee will meet with supervisor regarding concerns of going smoke free. D. Proffitt adds that we will do everything we can to support staff and clients with this effort.	Ongoing Security to devise a helpful way to let visitors know that we are now a smoke free campus.	J. Morin

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	One concern of staff is not being able to smoke in their cars on grounds. Some staff report that they are not going to smoke at work but will continue to smoke at home. It will be at the discretion of the supervisor if staff can leave grounds in their cars to smoke.	Informational	
Ethics Committee	T. Mayo reports that the Committee needs representation from Nursing, the Medical Staff, and a Continuity of Care Manager.	Rev. Dow will bring a group together to make recommendations as to a possible chair.	Rev Dow.
Stakeholder Definition	Dave emailed administrative staff “What RPC should be to Clients, Community and Staff.” He has received little feedback. He adds that we must create our own definition of who we are. Service excellence is presented to new employees, but does not follow-through to employees already here. Long term plan is engagement with staff to establish goals for 6 months.	Dave will begin next week talking with supervisors and staff about what has been discussed with them. Will also ask to see the supervisors record of these discussions.	D. Proffitt
Old Business			
Dietary Schedule	Dietary Staff schedules have not changed as yet. Also discussion about moving lunch if dinner is moved.	K. Piela will notify Lucia with new schedule.	L. Nadeau K. Piela
Admission Packet	T. O’Neal reports on the Admission Paperwork question raised at the last meeting which stated that 27 papers had been added to the admission packet. He adds that the concern was that there was duplication rather than additional pages added to the packet.	L. Crommett to take this concern to Nursing Leadership.	L. Crommett

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Adjourned at 12:00			